

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

SPECIAL POPULATIONS SUPERVISOR

Role Title: Program Administration Specialist II

Position # 00168

Pay Band 5, Level II - Hiring Range: \$42,614 - \$75,000

Closing Date: June 12, 2017

Excellent opportunity to lead staff and manage programs for the Division of Health Care Services that include maternal and child health programs, foster care, as well as other new initiatives. This position plans, develops, administers, and evaluates policies, procedures and operations for multiple programs within the Special Populations Unit. The incumbent works within the division, across divisions, and with external entities to meet Agency plans, goals and new operation initiatives, and represents DMAS through coordination and in meetings with interested public and private parties. Qualified applicants must have extensive knowledge of and experience working with maternal and child health (MCH) and child welfare programs and the delivery of health care to children and pregnant women in both public and commercial health care environments. Requires extensive knowledge of and experience working with Medicaid managed care policies, programs and operations. Must have considerable knowledge of management principles and several years of continuous experience supervising full-time professional staff. Must have proven strong organizational and problem solving skills with demonstrated ability to manage multiple projects. Must demonstrate ability to communicate effectively orally and in writing, develop and conduct training, and prepare comprehensive reports. Requires demonstrated ability to successfully implement new programs and evaluate existing programs, and resolve complex provider issues. Health care or managed care operations experience and contract management experience strongly preferred. Graduation from an accredited college/university with a major study in a health care field, health administration or public administration preferred.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by **11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <https://virginiajobs.peopleadmin.com/>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA